

Chairperson: Supervisor James J. Schmitt
Committee Clerk: Jodi Mapp, 278-4073
Research Analyst: Rick Ceschin, 278-5003

COMMITTEE ON PERSONNEL
Friday, May 12, 2006 – 9:00 a.m.
Milwaukee County Courthouse, Room 201-B

MINUTES

CASSETTE #: 15; Side B, 545 – EOT
16; Side A, 001 – EOT
16; Side B, 001 – EOT
17; Side A, 001 – 267

PRESENT: Supervisors Cesarz, Coggs-Jones, Borkowski, *DeBruin, Weishan, and Schmitt (Chair)

EXCUSED: Supervisor Quindel. *Supervisor DeBruin excused herself during Item #6 of the meeting for an appointment.

Scheduled Items:

1. 06-22(a) From Director of Human Resources relative to reclassification of existing positions, reallocations of non-represented positions, advancements within the pay range and all revisions to Executive Compensation positions (ECP). **(Recommendations to be implemented unless Supervisor(s) object.)**

APPEARANCE:

Sue Black, Director, Department of Parks Recreation and Culture

- 15/B-564 Committee members expressed concern over Parks positions and requested justification for the reclassification of these positions.
- 15/B-578 Ms. Black informed the Committee that in order to afford the increases, the Department would hold positions vacant and add duties and responsibilities to the existing positions that are before this Committee for reclassification.
- 15/B-596 Supervisor Borkowski requested that separate action be taken on the Parks positions for full Board consideration.
- 15/B-598 Supervisor DeBruin moved that all items under the reclassification/reallocation portion of the report that will cost the County additional dollars in the current year or subsequent years be returned to the Department of Human Resources and the respective

Scheduled Items (Continued):

departments for follow-up reports. These reports are to come back to this Committee containing specific information identifying what funding source the department is going to reduce to break even. She later withdrew this motion.

Questions and comments ensued regarding the Sheriff's and the District Attorney's positions.

16/A-12 Supervisor DeBruin stated that for future reference, she would request that along with reclassification reports submitted, the Department of Human Resources (DHR) should produce, in writing, the end result of the analysis done by Department of Administrative Services indicating what the cost will be, if any. As far as the items that are supported by the Committee today, Supervisor DeBruin requested to have that information before board day.

16/A-132 The Chairman ordered a temporary layover to allow DAS an opportunity to provide the additional information requested.

16/B-328 After a short layover, DAS distributed the information requested by Supervisor DeBruin to the Committee for their review.

ACTION BY: (Borkowski) Deny reclassification of Parks' positions. 2-3 (Motion Fails)

AYES: Coggs-Jones and Borkowski - 2

NOES: Cesarz, Weishan, and Schmitt (Chair) – 3

ACTION BY: (Weishan) Approve reclassification of Parks' positions. 3-2

AYES: Cesarz, Weishan, and Schmitt (Chair) – 3

NOES: Coggs-Jones and Borkowski - 2

2. 06-23(a) From Director of Human Resources relative to appointments at an advanced step of the pay range. **(INFORMATIONAL, UNLESS OTHERWISE DIRECTED BY THE COMMITTEE)**

APPEARANCE:

Charles McDowell, Director, Human Resources, DAS

16/A-140 Supervisor DeBruin requested information as to whether or not the funds were included in the budget and whether or not there would be any additional costs to the respective departments.

16/A-155 The Chairman ordered a temporary layover to allow DAS an opportunity to provide the additional information requested.

Scheduled Items (Continued):

- 16/B-610 After a short layover, DAS distributed part of the information requested by Supervisor DeBruin to the Committee for their review.

Mr. McDowell informed the Committee that each individual department retains their own documentation for advancements within the pay range. However, DHR could gather that information should the Committee so desire. Chairman Schmitt indicated that this information should be forwarded to the Committee to conclude Supervisor DeBruin's request prior to the meeting of the full County Board.

The Committee took no action regarding this item.

3. 06-24(a) From Director of Human Resources relative to dual employment, temporary assignments to a higher classification, temporary appointments and emergency appointments. **(INFORMATIONAL, UNLESS OTHERWISE DIRECTED BY THE COMMITTEE)**

The Committee took no action regarding this item.

4. 06-88(a) An adopted resolution directing the Director of Human Resources to submit a progress report on the implementation of the Ceridian payroll/personnel system as reported by the Implementation Oversight Committee. **(REPORT FROM DHR - INFORMATIONAL, UNLESS OTHERWISE DIRECTED BY THE COMMITTEE)**

APPEARANCE:

Hugh Morris, Business Systems Project Manager, Information Management Services (DAS)

- 16/A-210 Mr. Morris informed the Committee of two significant changes on this report that differ from the prior report. They are the movement of the Human Resource/Payroll Web (HPW) to Red and the Self Service to Green. He indicated that the primary issue they ran into at the time that this report was prepared was an issue relating to data conversion. They have since resolved that issue, and the HPW would now be reported as yellow. Mr. Morris stated that they are continuing to work specifically on the customization piece. These are areas of customization, which were identified as part of the contract. These are not additional customizations. This particular area appears to be taking a fair amount of time and has increasingly become a focus of the project. He stated that as they resolve one item, another item comes to the forefront as far as time and effort is concerned.

- 16/A-236 The Chairman suggested that the current report distributed monthly contain a little more verbiage as far as changes from one month to the

Scheduled Items (Continued):

next. A summary page would be helpful in that respect. Mr. Hughes agreed to include a summary page in the reports to follow. The Chairman indicated that he would also like a report from DAS monthly. He stated that a representative should appear to give an update.

The Committee took no action regarding this informational report.

5. 06-215 Resolution by Supervisor Mayo creating a task force on pension funding and pension alternatives to address challenges in funding the Milwaukee County Employees' Retirement System. **(Also to the Committee on Finance and Audit)**

16/A-300 Mr. Ceschin states the amendment language used by the Finance and Audit Committee.

Questions and comments ensued.

16/A-402 Supervisor Coggs-Jones moved approval and to concur with the action of the Committee on Finance and Audit regarding the amendment but later withdrew the motion.

***ACTION BY: (DeBruin) AMEND the resolution as follows:
Line #45, the date "July 1, 2006" be replaced with
"September 2006." 5-1***

AYES: Cesarz, Coggs-Jones, Borkowski, DeBruin, and Schmitt
(Chair) – 5

NOES: Weishan – 1

ACTION BY: (Coggs-Jones) Approve the resolution as AMENDED. 3-3

AYES: Cesarz, Coggs-Jones, and DeBruin – 3

NOES: Borkowski, Weishan, and Schmitt (Chair) – 3

6. 06-244 From County Board Chief of Staff requesting an appeal of the Division of Human Resources' denial of reclassification for two County Board positions of Administrative Secretary-Executive Secretary and Administrative Secretary-Assistant to Chief of Staff.

APPEARANCE:

Terrence Cooley, Chief of Staff, County Board

16/A-556 Mr. Cooley addressed the Committee by explaining the step-by-step process he followed in requesting the reclassification for these two positions. He stated that in June of last year, a requested budget for 2006 was put together that included the reclassification of these two positions based on additional duties. It made its way to the recommended budget by the County Executive, was included in the adopted budget, and

Scheduled Items (Continued):

by the County Executive, was included in the adopted budget, and passed in November of last year. Mr. Cooley indicated that he was later informed that even though it was included in the budget, it still needed to go through the normal process of review for a reclassification. A formal request for the reclassification was submitted to the Department of Human Resources (DHR) in early January. Notification was received on March 8, 2006, that the request had been denied. Additional information was provided to DHR in support of the request on March 16, 2006. On March 30, 2006, a letter was received denying the request based on the additional information submitted.

Mr. Cooley went on to state that the reason for the request is the additional duties, which he explained in detail, these two positions have incurred. He also conducted a comparison study to other comparable positions within the County.

Based on all the information provided to the Committee, Mr. Cooley requested that the Committee approve the reclassification and reiterated that the funds were specifically included in the budget for this purpose. He also requested that, if possible, the reclassification be made retroactive to the beginning of this year.

Questions and comments ensued as to why these positions would have to go through the reclassification process if they were specifically included and accounted for in the budget. Corporation Counsel along with DAS explained.

16/B-50 Supervisor DeBruin requested a report of every reclassification from the past year that did not meet statutory guidelines and a report of reclassifications that were solely based on the fact that an employee was at the top of their pay range.

16/B-183 Supervisor Coggs-Jones stated that included in the information Supervisor DeBruin requested, she would like to see dates that address when the original request was made and when the original request was denied to show a timeframe. She also suggested that a reclassification ordinance change should be scheduled on the next Personnel agenda for the June cycle.

ACTION BY: (Coggs-Jones) Approve. 4-1

AYES: Coggs-Jones, Borkowski, Weishan, and Schmitt (Chair) – 4

NOES: Cesarz - 1

Note: Supervisor DeBruin excused herself for an appointment prior to the vote being taken.

Scheduled Items (Continued):

7. 06-151 (a) An adopted resolution by Supervisors Quindel and Schmitt, authorizing and directing the Director, Department of Administrative Services – Division of Human Resources, to study the potential effect and fiscal impact relative to departmental budgets of allowing department heads to grant incremental rate step increases to ECP employees. **(Status report due from DHR.)**

APPEARANCE:

James Eggers, Acting Director, Labor Relations

- 16/B-632 Mr. Eggers indicated that this report is in response to County Board Resolution 06-151 requesting information. The report provided to the Committee is just the facts with no recommendation. A recommendation was not requested in the resolution. He explained that the employees that are in the ECP have not moved within the salary range since May of 2001. November 2005 was the first time since 2001 that the pay ranges for these employees were adjusted, which was an increase of 2%. Mr. Eggers went on to state that there are sixty people in the non-executive director pay ranges that have not had step increases. That accounts for over 50% of the positions. As far as the executive director positions are concerned, 59 of the 67 are below the maximum of the pay range. The reason for this is that the executive directors have a minimum and a maximum. There are no steps specifically assigned to those pay ranges. They were intentionally set up in that fashion.

Questions and comments ensued.

ACTION BY: (Cesarz) Receive and place on file report dated May 4, 2006, regarding Step Increases for ECP Employees from DHR.

AYES: Cesarz, Coggs-Jones, Borkowski, Weishan and Schmitt (Chair) – 5

NOES: 0

RECOMMENDATIONS RELATIVE TO CLASSIFICATION AND RATES OF PAY FOR CREATION OF POSITIONS IF RECOMMENDED BY THE FINANCE COMMITTEE:

8. 06-201 From Transportation Superintendent requesting authorization to abolish one Parks Safety & Training Manager position and create one Human Resources Coordinator position. **(Also to the Committee on Finance and Audit, Department of Administrative Services, and Division of Human Resources.)**

Scheduled Items (Continued):

ACTION BY: (Coggs-Jones) Approve. 5-0

AYES: Cesarz, Coggs-Jones, Borkowski, Weishan and Schmitt
(Chair) – 5

NOES: 0

9. 06-230 From Director, Zoological Department, requesting authorization to increase hours of one position of Clerical Assistant 1. **(Also to the Committee on Finance and Audit and Department of Administrative Services.)**

ACTION BY: (Coggs-Jones) Concur with the Committee on Finance and Audit and approve. 5-0

AYES: Cesarz, Coggs-Jones, Borkowski, Weishan and Schmitt
(Chair) – 5

NOES: 0

10. 06-232 From County Board Chairman, requesting authorization to abolish one Administrative Secretary – Information Specialist position and create one Administrative Secretary – Public Information Manager position. **(Also to the Committee on Finance and Audit, Department of Administrative Services, and Division of Human Resources.)**

APPEARANCE:

Terrence Cooley, Chief of Staff, County Board

- 16/B-702 Mr. Cooley informed the Committee that basically, what is being requested is the abolishment of a position in pay range 23M and creating position in pay range 29M. As indicated in the fiscal affairs division memo, the fiscal impact for the current year on this is approximately \$7,900. Mr. Cooley indicated that he views this as being offset by the savings from the abolishment of the Communications Director position that took place in February. Mr. Cooley will provide a memo reflecting overall staffing and positions within the County Board as a department.

Questions and comments ensued.

ACTION BY: (Coggs-Jones) Concur with the Committee on Finance and Audit and approve. 4-1

AYES: Coggs-Jones, Borkowski, Weishan and Schmitt (Chair) – 4

NOES: Cesarz – 1

Scheduled Items (Continued):

Item #s 11 and 12 were considered together

11. 06-245 From Director, Parks, Recreation and Culture, requesting authorization to abolish five Forestry Worker DOT positions, one Forestry Worker position and one Parks Maintenance Worker II/In Charge, and create five Forestry Worker-DOT/In Charge positions. **(Also to the Committee on Finance and Audit, Department of Administrative Services, and Division of Human Resources.)**

SEE ITEM #12 FOR COMMITTEE ACTION

12. 06-246 From Director, Parks, Recreation and Culture, requesting authorization to abolish two Office Assistant III positions and create two Fiscal Specialist positions. **(Also to the Committee on Finance and Audit, Department of Administrative Services, and Division of Human Resources.)**

APPEARANCE:

Charles McDowell, Director, Human Resources, DAS

- 17/A-208 Mr. McDowell informed the Committee that they would be receiving updated fiscal notes regarding these two items.

ACTION BY: (Weishan) Approve. 4-1

AYES: Cesarz, Coggs-Jones, Weishan and Schmitt (Chair) – 4

NOES: Borkowski - 1

13. 06-234 From Director, Department of Health and Human Services, requesting authorization to create one position of Quality Assurance Specialist in the Behavioral Health Division. **(Also to the Committee on Finance and Audit, Department of Administrative Services, and Division of Human Resources.)**

ACTION BY: (Borkowski) Approve. 5-0

AYES: Cesarz, Coggs-Jones, Borkowski, Weishan and Schmitt (Chair) – 5

NOES: 0

COLLECTIVE BARGAINING (CAUCUS) (CLOSED SESSION):

The Committee may adjourn into closed session under the provisions of Wisconsin Statutes, Sections 19.85(1)(c), (e), (g), for the purpose of discussing the following matter(s):

14. 06-P-01 Deliberation, negotiation or re-negotiation of collective bargaining agreements.

Scheduled Items (Continued):

ACTION BY (Cesarz) Adjourn into closed session under the provisions of Wisconsin Statutes, Section 19.85(1)(c), (e), (g), for the purpose of discussing Item #8 above. At the conclusion of the closed session, the Committee may reconvene in open session to take whatever action(s) it may deem necessary on the aforesaid item. 5-0

AYES: Cesarz, Coggs-Jones, Borkowski, Weishan, and Schmitt (Chair) – 5

NOES: 0

The Committee convened into closed session at approximately 11:20 a.m. The Committee did not reconvene back into open session.

STAFF PRESENT:

Sue Black, Director, Department of Parks Recreation and Culture

Charles McDowell, Director, Human Resources, DAS

Hugh Morris, Business Systems Project Manager, Information Management Services (DAS)

Terrence Cooley, Chief of Staff, County Board

James Eggers, Acting Director, Labor Relations

Rick Ceschin, Research Analyst, County Board

This meeting was recorded on tape. The foregoing items were not necessarily considered in agenda order. Committee files contain copies of the subject reports, communications, resolutions, and ordinances, which may be reviewed upon request to the Chief Committee Clerk. The official copy of these minutes is available in the County Board Committee Services Division.

Length of meeting: 9:10 a.m. to 11:55 a.m.

Adjourned,

Jodi Wapp

Committee Clerk

Committee on Personnel